

MEMORANDUM FOR: ODP Board of Directors
Responsible MBO Officers

FROM:

Chief, Management Staff

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SUBJECT: ODP Office-Level MBO Review

1. The schedule for reviewing the ODP Office-Level Management by Objectives (MBO) by the Director of Data Processing is found at the end of this paragraph. The period to be covered during the review is December 1979 through February 1980.

<u>Date</u>	<u>Component</u>	<u>Time</u>	<u>Room</u>
18 March	Administrative Staff	1330-1530	2D03
19 March	Management Staff	1330-1530	2D03
20 March	Processing	1330-1530	2D03
21 March	Joint Applications/ Processing	1300-1345	2D03
21 March	Applications	1350-1530	2D03

2. A list is attached of the MBO's to be reviewed during March 1980 along with the name of the officer responsible for each of the MBO's. Changes from the review held during December include:

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- o The responsible officer for Update of ODP T/O, AD-1, was changed from [REDACTED]
- o The title of AD-2 was changed from Restructure Admin Support Function to Training.
- o The objective to Publish ODP Personnel Handbook was achieved, so, MBO AD-4 is completed and will not be reviewed any longer.
- o The responsible officer for ODP Records Schedule, AD-5, was changed from [REDACTED]
- o CAMS has been added as office-level objective number AP-4. This is in addition to CAMS being a DDA-level objective. (Note: CAMS and GIMINI are both DDA- and office-level objectives.)

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- o [REDACTED] was added as the Processing Responsible Officer for the Joint Applications/Processing Objective Computer Graphics, J-2.
- o The Secure Control Point, P-2, was replaced by two MBO's; they are Manual Document Logging System, P-5, and Personnel Access Control System, P-6. [REDACTED] is the responsible officer for both MBO's.
- o The responsible officer for Implementation of the Computer Plan, P-4, was changed from [REDACTED]
- o Minor changes were made in the name of some of the MBO's.

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Members of the ODP Board of Directors are invited to attend the review sessions.

3. A few notes are also attached on the preparation of the Narrative Status Report and the Objective and Action Plan. Please note that the two documents should be submitted to me by 7 March 1980.

4. Should you have any questions, please contact me on extension 4011.

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Atts: a/s

Distribution:

- 1 - Ea. Addressee
- 1 - C/MS/ODP
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MS/ODP [REDACTED] paj/12-31-79